



COMDTINST 4571.1  
JUN 12 2000

## COMMANDANT INSTRUCTION 4571.1

Subj: DECOMMISSIONING AND DISPOSITION OF CUTTERS AND BOATS

- Ref:
- (a) Property Management Manual, COMDTINST M4500.5 (series)
  - (b) Instructions to Form MA-496A (For Non-retention vessels) of February 18, 1999
  - (c) National Environmental Policy Act (NEPA) Implementing Procedures, COMDTINST M16475.1 (series)
  - (d) Operating Facility Change Orders (OFCO) Procedures, COMDTINST 5440.3
1. PURPOSE. This Instruction outlines the process for disposition of decommissioned cutters and boats removed from service.
  2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this Instruction.
  3. DIRECTIVES AFFECTED. None.
  4. DISCUSSION. The Coast Guard will decommission and remove from service nearly 200 cutters and boats between Fiscal Year (FY) 2000 and 2007. Commandant (G-CFM-3), as manager for disposition of cutters and boats, has developed this Instruction to identify action items and assign responsibilities for the disposition process. Adequate lead-time for planning is critical to the success of this process.
  5. RESPONSIBILITIES. General responsibilities for the cutter decommissioning and small boat disposal process are set forth below. Enclosures (1) and (2) contain action item timelines which specified offices and commands are responsible for completing in order for the cutter decommissioning/small boat disposition process to be successful.

## COMDTINST 4571.1

### a. Commandant (G-CFM):

- (1) Designated as program manager of decommissioned cutters and boats taken out of service. Establishes policy, procedures, planning and oversight of decommissioned cutters and boats to effectively manage storage and disposal of decommissioned cutters and boats.
- (2) Decides the means of disposition for decommissioned cutters and boats, in accordance with reference (a). A vessel (cutter or boat) that contains hazardous material, such as polychlorinated biphenyl (PCBs) or asbestos, can be transferred to another federal agency or to a Friendly Foreign Government (FFG) under the Foreign Assistance Program (FAP) with the hazardous material in place. The Coast Guard must remove hazardous material at Coast Guard expense before a vessel can be transferred to a state agency, local government, qualified organization or scrapped.
- (3) In accordance with reference (a) screens cutters and boats for possible transfer within DOT or to other federal agencies, state governments and qualified organizations.
- (4) Determines an appropriate storage location for decommissioned cutters and boats that are not immediately transferred upon decommissioning.
- (5) Provides funding in all years following the FY the cutter is decommissioned or small boat retired for storage, maintenance, etc.
- (6) Chairs Decommissioning Coordination Committee meetings that will be held to facilitate decommissioning activities among Headquarters offices and key field commands. The first meeting will occur within two weeks of receipt of written notification of intent to decommission a cutter. Additional meetings shall be held as required. Obtains by 30 September of each year, from each office and command, which is a member of the Decommissioning Coordination Committee, the name of their representative for the following FY.
- (7) Approves removal of any property from cutters after decommissioning or boats.
- (8) Obtains Maritime Administration (MARAD) approval to store cutter at their facilities as necessary.
- (9) Provides cutter with a copy of reference (b) MA-496A, if MARAD storage will be utilized.
- (10) Determines if Coast Guard representative is required at the time a CG cutter is delivered to a MARAD storage facility.
- (11) Provides annotated listing of the Accountable Item Management (AIM)/Oracle Fixed Asset Module (FAM) General Purpose Property record, indicating what general purpose property will remain aboard the cutter after decommissioning in cases where vessel is being transferred to a FFG.
- (12) Completes assigned action items listed in enclosure(s) (1) and (2).

- b. Commandant (G-CI):
  - (1) Notifies Commandant (G-CFM-3) in writing when a FFG is interested in obtaining a specific cutter scheduled for decommissioning or small boat scheduled for removal from service.
  - (2) Designates a member to the Decommissioning Coordination Committee.
  - (3) Completes assigned action items listed in enclosure(s) (1) and (2).
- c. Commandant (G-CPA): Designates a member to the Decommissioning Coordination Committee.
- d. Commandant (G-OCS):
  - (1) Ensures that reference (c) the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA) requirements are fulfilled prior to a boat being removed from service.
  - (2) Provides all funding costs associated with the boat retirement and lay-up process, including the cost of removing and shipping electronic equipment to the CG Yard and NEPA/NHPA work. For a boat placed in storage pending disposition, the Commandant (G-OCS) facility manager will provide funding for storage preparation and storage for the fiscal year in which the boat is retired from service.
  - (3) Designates a member to the Decommissioning Coordination Committee.
  - (4) Sends small boat screening message for screening of boat(s) to identify a requirement for the boat else where within the Coast Guard.
  - (5) Requests a hazardous material (HAZMAT) survey of boat by Coast Guard Yard Health and Safety staff, if unable to document that the class of boat is PCB free.
  - (6) Completes assigned action items listed in enclosure (2).
- e. Commandant (G-OCU):
  - (1) Ensures that the NEPA and NHPA requirements are fulfilled prior to a cutter being decommissioned in accordance with reference (c).
  - (2) Provides all funding costs associated with the cutter decommissioning process, including the cost of removing and shipping electronic equipment to the Coast Guard Yard. For a cutter placed in storage pending disposition, the Commandant (G-OCU) facility manager will provide funding for storage preparation and storage for the fiscal year in which the cutter is decommissioned and NEPA/NHPA work.

## COMDTINST 4571.1

- (3) Designates a member to the Decommissioning Coordination Committee
- (4) Provides Commandant (G-CFM-3) written notification of intent to decommission a cutter.
- (5) Provides cutter decommission checklist to affected cutter.
- (6) Determines lay-up preparations in consultation with other appropriate Coast Guard divisions and commands.
- (7) Publishes OFCO for cutter decommissioning in accordance with reference (d).
- (8) Requests a HAZMAT survey for cutter by Coast Guard Yard Health and Safety Office as necessary.
- (9) Completes assigned action items listed in enclosure (1).
- f. Commandant (G-SCE):
  - (1) Identifies what electronic equipment will be removed from a cutter being decommissioned or boat being retired.
  - (2) Provides funding and makes all arrangements for electronics equipment removal.
  - (3) Designates a member to the Decommissioning Coordination Committee.
  - (4) Completes assigned action items listed in enclosure(s) (1) and (2).
- g. Commandant (G-SEC):
  - (1) Provides advice to Commandant (G-OCU) and (G-OCS) as to the appropriate level of environmental analysis and documentation needed for proposed decommissionings initiated by Headquarters and reviews and approves such analysis and documentation.
  - (2) Designates a member to the Decommissioning Coordination Committee.
- h. Commandant (G-SEN):
  - (1) Manages and/or contracts removal of hazardous material from cutters and boats by Coast Guard YARD and commercial sources as necessary.
  - (2) Designates a member to the Decommissioning Coordination Committee.
  - (3) Completes assigned action items listed in enclosure (1).

i. Commandant (G-IPA-4):

- (1) Identifies which historical artifacts are on board and directs unit where to send artifacts.
- (2) Designates a member to the Decommissioning Coordination Committee. (3) Completes assigned action items listed in enclosure (1).

j. Coast Guard Yard:

- (1) Conducts HAZMAT Surveys as requested. The HAZMAT Survey report will be submitted to Commandant (G-CFM-3) in accordance with the timetables specified in enclosure(s) (1) and (2).
- (2) Executes storage preparation and cutter storage and security options as directed by the Commandant (G-OCU) facility manager or Commandant (G-CFM-3). This may include temporary "hot" storage pending an FAP transfer. Hot storage includes taking responsibility for the vessel and its contents and operating all cutter equipment on a periodic basis to ensure it remains in fully operational condition until transferred.
- (3) Signs Requisition and Invoice/Shipping Document (DD1149) taking custody for cutter and General Purpose (GP) Property when cutter enters decommissioned fleet at CG Yard.
- (4) Provides storage and security for cutters and boats as requested by Commandant (G-CFM-3).
- (5) Designates a member to the Decommissioning Coordination Committee.
- (6) Provides advice on environmental liability associated with cutter or boat, based on HAZMAT survey results.
- (7) Provides cost estimate for removal of HAZMAT from cutter or boat.
- (8) Provides cost estimate for security and storage as requested by Commandant (G-CFM-3).
- (9) Completes assigned action items listed in enclosure(s) (1) and (2).

k. Engineering Logistics Center:

- (1) Determines what Operating Material and Supplies (OM&S) will be transferred from the cutter prior to decommissioning and makes arrangements with the cutter crew for transfer and transportation. The activity receiving the OM&S shall pay the shipping costs.

COMDTINST 4571.1

- (2) Designates a member to the Decommissioning Coordination Committee.
- (3) Completes assigned action items listed in enclosure (1).
- l. Maintenance and Logistics Command:
  - (1) Provides any necessary contracting services in support of decommissioning and storage of cutters and boats stationed within their AOR.
  - (2) Contracts for boat movement and storage as necessary. Commandant (G-OCS) shall provide funding.
  - (3) Contracts for removal of HAZMAT on cutters and boats as necessary.
  - (4) Completes assigned action items listed in enclosure(s) (1) and (2).
- m. Cutter Commanding Officer:
  - (1) Prepares a Report of Survey (CG-5269) in accordance with reference (a) and the timeline in enclosure (1). The report of survey should have individual line items for the cutter and each boat. Boats with outboard engines can be combined into a single line item. Boat descriptions should include hull serial number. Outboard motor serial number shall be recorded on the survey. All members of the survey board MUST sign the form. The original is to be mailed, and a copy sent via facsimile, to Commandant (G-CFM-3) and a copy mailed to Coast Guard Finance Center (fr) upon completion of the report.
  - (2) Following the decommissioning ceremony in the cutter's homeport, the cutter will be placed into "In Commission Special" status if transit to a designated storage location is necessary. Commanding officer shall ensure the cutter is broom clean if storage is at CG YARD or in compliance with MARAD standards if cutter is being stored at MARAD storage facility. All CG hull markings are to be removed prior to the cutter or boat being placed in storage.
  - (3) Determines what general purpose property (GP) will remain with the cutter, ensuring that all equipment necessary for safe navigation under the Safety of Life at Sea (SOLAS) treaty remains aboard any cutter being transferred under the FAP program.
  - (4) Completes and mails to Commandant (G-CFM-3) a Report of Excess Personal Property (SF-120) in accordance with reference (a). The SF-120 should reflect the same information provided in the Report of Survey.
  - (5) Forwards to the cutter's administrative commander paper copies of all transfer documents. These documents are to be retained for a period of 20 years from the date the cutter is

decommissioned. Boat records shall be handled in accordance with the Boat Management Manual. Environmental records must be retained indefinitely.

- (6) Submits updated electronic inventory to Commandant (G-SLS).
  - (7) Submits updated AIM/Oracle (FAM) report for general property to Commandant (G-CFM-3).
  - (8) Updates Configuration Management Plus (CMPLUS) and Shipboard Computer Aided Maintenance Program (SCAMP).
  - (9) Forwards historical artifacts to CG Exhibit Center as directed after ensuring that the NHPA process and any documentation required thereby have been completed.
  - (10) Prepares an inventory of wardroom silver. Provides copy to Commandant (G-IPA-4), Commandant (G-CFM-3) and ELC (platform 020) and request disposition instructions.
  - (11) Completes the cutter decommission checklist.
  - (12) Deletes data within AIM/Oracle central account or transfers data to parent unit.
  - (13) Changes cutter status as directed by OFCO.
  - (14) Moves cutter to storage location as necessary.
  - (15) Completes assigned action items listed in enclosure (1).
- n. District Boat Manager:
- (1) Determines when a small boat will be retired from service.
  - (2) Determines small boat storage location and security requirements.
  - (3) Retires small boat from unit small boat records and Oracle (FAM).
  - (4) Completes assigned action items listed in enclosure (2).
- o. Small Boat Parent Unit:
- (1) Prepares a Report of Survey (CG-5269) in accordance with reference (a) and the timeline in enclosure (2). The boat description on the CG-5269 should include the hull and engine or outboard motor serial numbers. All members of the survey board MUST sign the form. The original is to be mailed, and a copy sent via facsimile, to Commandant (G-CFM-3) and a copy mailed to FINCEN (fr) upon completion of the report.
  - (2) Completes and mail to Commandant (G-CFM-3) a Report of Excess Personal Property (SF-120) in accordance with reference (a). The SF-120 should reflect the same information provided in the Report of Survey.

COMDTINST 4571.1

- (3) Retains paper copies of all transfer documents for a period of 20 years from the date the boat is retired. Boat records shall be sent to the District Boat Manager within 30 days of the boat being removed from service. Environmental records must be retained indefinitely.
  - (4) Updates general property records as necessary.
  - (5) Ensures all hull markings are removed prior to boat being placed into storage.
  - (6) Ensures that all boat outfits sighted during Joint Vessel Inspection (JVI) by USCG and receiving country representatives remain with boat. Any items missing from the boat outfit shall be replaced at parent command expense prior to transfer of small boat to FFG.
  - (7) Completes assigned action items listed in enclosure (2).
- p. USCG Finance Center: Retires cutter from Oracle (FAM) when disposition documentation is processed.
6. FORMS AVAILABILITY. Coast Guard Form, CG-5269, Report of Survey; DD-1149, Requisition and Invoice/Shipping Document; and SF-120, Report of Excess Personal Property; are available in JetForm Filler on SWIII. MA-496A is not in JetForm Filler and must be requested from Commandant (G-CFM-3).

/s/ W. H. CAMPELL  
Director of Finance and Procurement

Encl: (1) Cutter Disposition Checklist  
(2) Boat Disposition Checklist



**CUTTER DISPOSITION CHECK LIST**

Item Number	When is it due "on or about"	What is to be done	Who does it	Who receives it
1	365 days prior to decommissioning	Create written notification of intention to decommission a cutter accompanied by the documentation evidencing completion of the NEPA and NHPA requirements for decommissioning.	G-OCU	G-CI, G-CFM-3, G-CPA, G-SEN
2	360 days prior to decommissioning	Provide decommissioning checklist to affected cutter	G-OCU	Cutter
3	360 days prior to decommissioning	Request that a HAZMAT survey be conducted	G-OCU	CG YARD Health and Safety office
4	360 days prior to decommissioning	Screen cutter for possible transfer to another agency	G-CFM-3	GSA
5	351 days prior to decommissioning	decommissioning coordination working group meets	G-CFM-3	All working group members
6	300 days prior to decommissioning	Submit HAZMAT Survey Report	CG YARD Health and Safety Office	G-CFM-3, copy to G-SEN
7	300 days prior to decommissioning	Submit memo with determination about whether cutter is an FAP candidate	G-CI	G-CFM-3
8	290 days prior to decommissioning	Advise concerning the projected environmental and disposal liability associated with the cutter	G-SEN	G-CFM-3, G-SEC
9	280 days prior to decommissioning	Determine cutter disposition	G-CFM-3	G-CI, G-OCU, G-SEN, Cutter

Enclosure (1) to COMDTINST 4571.1

Item Number	When is it due "on or about"	What is to be done	Who does it	Who receives it
10	265 days prior to decommissioning	Determine post-decommissioning storage location and storage security requirements	G-CFM-3	G-OCU,G-SEN, Cutter
11	260 days prior to decommissioning	Obtain MARAD approval to store cutter, if necessary	G-CFM-3	MARAD
12	245 days prior to decommissioning	Provide form MA-496-A, if MARAD storage will be used	G-CFM-3	Cutter
13	230 days prior to decommissioning	Determine, in consultation with G-CFM-3, G-SEN-1, and the appropriate MLC, where MARAD lay-up preparations will be accomplished, if necessary	G-OCU	Cutter
14	200 days prior to decommissioning	Provide funding for moving, lay-up, and remaining FY storage of cutter	G-OCU	Storage facility
15	180 days prior to decommissioning	Publish OFCO	G-CRC	Per reference (d)
16	150 days prior to decommissioning	Submit Report of Survey (CG-5269)	Cutter Commanding Officer	G-CFM-3 and FINCEN (FR)
17	150 days prior to decommissioning	Provide SF-120 for assets reported excess	Cutter Commanding Officer	G-CFM-3 and FINCEN (FR)
18	150 days prior to decommissioning	Provide cost estimate for removal of hazardous material, if necessary	CG YARD	G-SEN-1
19	120 days prior to decommissioning	Provide project number for removal of hazardous material, if necessary	G-SEN-1	CG YARD

Enclosure (1) to COMDTINST 4571.1

Item Number	When is it due "on or about"	What is to be done	Who does it	Who receives it
20	120 days prior to decommissioning	Forward list of historical artifacts	Cutter Commanding Officer	G-IPA-4
21	120 days prior to decommissioning	Determine what electronic equipment shall be removed	G-SCE	G-CFM-3, Cutter and ESU
22	90 days prior to decommissioning	Identify which historical artifacts are wanted	G-IP-4	G-CFM-3, for approval
23	60 days prior to decommissioning	Submit updated Electronic Inventory	Cutter	G-SLS
24	60 days prior to decommissioning	Submit updated AIM/Oracle(FAM) General Purpose Property Record, indicating what general purpose property will remain aboard the cutter after decommissioning	Cutter	G-CFM-3 and FINCEN (FR)
25	60 days prior to decommissioning	Determine what OM&S will be removed from cutter	ELC	Cutter, copy to G-CFM-3
26	60 days prior to decommissioning	Update cutter CMPLUS/SCAMP records	Cutter Commanding Officer	G-SLS
27	14 days prior to decommissioning	Ship historical artifacts approved for removal by G-CFM-3	Cutter Commanding Officer	G-IPA-4
28	14 days prior to decommissioning	Prepare an inventory of all wardroom silver and provide copy to G-IPA-4/G-CFM-3 and ELC, request disposition instructions	Cutter Commanding Officer	G-IPA-4
29	7 days prior to decommissioning	USCG Cutter Decommissioning checklist completed	Cutter Commanding Officer	

Enclosure (1) to COMDTINST 4571.1

Item Number	When is it due "on or about"	What is to be done	Who does it	Who receives it
30	Final week before decommissioning	Close AIM central account and transfer AIM data or delete entries based on disposition documentation	Cutter Commanding Officer	Parent Command
31	Decommissioning Day	Hold decommissioning ceremony; assume cutter status directed by OFCO	Cutter Commanding Officer	
32	As scheduled by OPCON	Move cutter to storage location, if necessary	Cutter Commanding Officer	
33	Before assuming Out of Commission Status	Ensure cutter is being left in "broom clean" condition by the departing crew	Cutter Commanding Officer	Inspected byG-CFM-3and YARD
34	Before assuming Out of Commission Status	Remove all hull markings	Cutter Commanding Officer	Inspected byG-CFM-3
35	14 days after cutter placed in Out of Commission Status	Provide cost break down of cutter lay-up costs	G-OCU	G-CFM-3
36	TBD	Retires cutter from cutter records	FINCEN	MLC

**BOAT DISPOSITION CHECK LIST**

Item Number	When is it due "on or about"	What is to be done	Who does it	Who receives it
1	180 days prior to boat being taken out of service	Prepare and submit Report of Survey (CG-5269)	Unit/District Boat Manager	G-OCS, copy to G-CFM-3
2	180 days prior to boat being taken out of service	Confirms compliance with NEPA. NHPA, seeks guidance from G-SEC as necessary	G-OCS	G-SEC
3	170 days prior to boat being taken out of service	Send Boat Screening Message for screening within the Coast Guard	G-OCS	ALDIST
4	160 days prior to boat being taken out of service	Request that a HAZMAT survey be conducted as required	G-OCS	CG YARD Health and Safety office
5	160 days prior to boat being taken out of service	Screen boat within DOT, if boat not wanted elsewhere in the Coast Guard	G-CFM-3	SECDOT
6	130 days prior to boat being taken out of service	Submit memo with determination about whether boat is an FMS Program candidate	G-CI	G-CFM-3
7	130 days prior to boat being taken out of service	Screen boat for possible transfer to G-CFM-3 another agency, if boat not wanted elsewhere within DOT		GSA
8	100 days prior to boat being taken out of service	Submit HAZMAT Survey Report, including cost of HAZMAT cleanup	CG YARD Health and Safety Office	G-CFM-3, copy to G-SEN
9	90 days prior to boat being taken out of service	Determine boat disposition	G-CFM-3	G-CI, G-OCS, G-SEN, MLC, District Boat Manager, Boat Parent Unit

Enclosure (2) to COMDTINST 4571.1

Item Number	When is it due "on or about"	What is to be done	Who does it	Who receives it
10	80 days prior to boat being taken out of service	Determine boat storage location and boat security requirements	District Boat Manager	C-CFM-3, copy to MLC
11	70 days prior to boat being taken out of service	Fund movement of boat to storage location, if required and fund storage for remainder of FY	G-OCS	MLC
12	60 days prior to boat being taken out of service	Contract for movement of boat to storage location, if required	MLC	Contractor
13	60 days prior to boat being taken out of service	Determine what electronic equipment shall be removed	G-SCE	G-CFM-3, ELC, Boat Parent Unit
14	60 days prior to boat being taken out of service	Update General Property Records	Unit/Boat Parent Unit	G-CFM-3
15	Day after boat taken out of service	Remove USCG hull markings	Boat Parent Unit	
16	Day after boat taken out of service	Forward Boat Records	Boat Parent Unit	G-OCS
17	Within 30 days of boat being taken out of service	Move and lay-up boat at designated storage location	MLC	
18	Within 30 days of boat being taken out of service	Complete any necessary environmental analysis and documentation	G-OCS	G-SEC
19	TBD	Contract for removal of HAZMAT from boat, if required	MLC	Contractor
20	TBD	Remove small boat from Unit Boat Records	D/MLC Boat Mgr	Unit